



## **TOWN OF HANOVER CONSERVATION COMMISSION**

### **“SO, YOU HAVE SUBMITTED YOUR REQUEST FOR A CERTIFICATE OF COMPLIANCE. WHAT NEXT?”**

1. **WAIT** - Your request for a Certificate of Compliance (COC) will be reviewed by the Conservation Commission staff as to accuracy and completeness of information. A site inspection will be performed by the Conservation Agent to verify accuracy of the As-Built Plan. If revisions are necessary, you and/or your representative will be contacted. Otherwise, the matter will be placed on the next available agenda for the Commission to review. It is not necessary for you to be present at this meeting, as the Conservation Agent will present the information to the Commission for you. If there is minor work to be completed, a COC may be issued by the Commission with the establishment of an Escrow Account. Please contact the Conservation Office for further details about Escrow Accounts.
2. **PICK UP YOUR PERMIT** - COC's are available on Thursdays, the day after the Conservation Commission meeting at which the permit was approved. If you can not pick up your permit, please contact the Conservation Office and it will be mailed to you.
3. **READ YOUR PERMIT** and remember that even though the COC has been issued, there are several conditions within your Order of Conditions (OOC) that go on forever regardless of changes of ownership of the property. Copies of the OOC and the COC should always be made available to any new owners.
4. **DELIVER the original COC to the Plymouth County. Registry of Deeds for recording.** - Please remember that the Order of Conditions remains open on the deed for your property until the COC has been recorded at the Registry of Deeds to close it out. (*Unrecorded COC's found during title searches, have in the past held up appointments for bank closings, mortgages, and realty sales.*) The recording fee is paid directly to the Registry of Deeds. There is a Registry of Deeds in the town of Plymouth on Obery Street, however the Registry of Deeds located at 900 Hingham Street, Rockland is closer to Hanover. Submit the original permit<sup>1</sup> to the Registry of Deeds and keep the copy we gave you for your records. Submit the receipt received from the Registry of Deeds to the Conservation Office for placement in your file.

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<sup>1</sup> *If you loose or can not locate the original permit, the Registry of Deeds will accept a “true copy attest” stamp and signature from the Town Clerk. Arrangements for such a copy are made through the Conservation Office and have an associated fee of \$5.00. If the site inspection and review of the COC can not be scheduled prior to occupancy permits or various realty/bank meetings, a letter to the appropriate institution or Town Department may be obtained prior to the meeting. The letter, referred to in our office as a Bank Letter, may be issued by the Conservation Staff, but requires 24 hours notice. The fees associated with Bank letters are \$50.00 or \$60.00 if the letter needs to be notarized.*